

17 APR 1970

Director
Executive Program in Business
Administration
Columbia University
Broadway & W 116th
New York, New York 10027

Dear Sir:

You have under consideration an application for []
to attend the 44th Session of the Executive Program in Business Admin-
istration. [] is under my direct supervision and I have recom-
mended his attendance at this Program with the feeling that he will not
only benefit from attendance, but will make a material contribution.

[] occupies a senior position in the Central Intelligence
Agency and is responsible for managing a complex research and develop-
ment effort primarily with contractual support from U. S. business and
for directing a specialized technical support program. He is a highly
personable individual who combines that all too rare talent of relating
scientific and technical matters in layman's terms and articulating them
understandably to superiors. His job of managing a highly skilled tech-
nical group is a difficult one, however, and he faces continual problems
of motivating young people in a time of restricted government expendi-
tures.

I am hopeful that his attendance at this Program will be of help to
[] in expanding his horizons through his associations with other
executives in government and industry, and will develop his capabilities
in the formation and administration of organizational policies. I am
sure that he will bring to the course the benefit of his many years of
fine service with this organization.



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Director
Executive Program in Business
Administration
Columbia University
Broadway & W 116th
New York, New York 10027

Dear Sir:

STAT
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We are planning for [] to attend the 44th session of the Executive Program in Business Administration this summer at your University. [] is one of four principal senior managers within my organization who has a broad range of managerial responsibility primarily in the research and development area. He heads an organization of over 150 people most of whom are skilled scientific and technical people. His duties not only encompass the management of this internal group but also involve direct support to me as my principal technical advisor in the formation of policy within his particular speciality.

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[] is 47 years old and received his A.B. degree from George Washington University in geography and mathematics. His career with the Central Intelligence Agency spans 16 years during which I have observed [] rise to his current senior position. I have enjoyed my association with him and feel that he has matured into a fine manager.

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Attendance at the Columbia University Executive Program would be most beneficial for [] and the Agency. It would give him an opportunity to have further exposure to executives in the private business world and to develop insights into the management of complex organizations. I feel that [] will certainly be able to contribute to and benefit from attendance at this Program.

Sincerely,

STAT
[]
Arthur C. Lundahl

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